

**Milford Water/Wastewater Commissioners’  
Meeting Minutes  
October 27, 2015**

Present: Michael Putnam, Chairman  
Dale A. White, Vice-Chairman  
Robert E. Courage, Member  
David Boucher, Director  
Evelyn Gendron

**Call to Order**

Chairman Putnam called the meeting to order at 6:05 p.m.

**Decisions/Approvals**

Approval of Meeting Minutes – Chairman Putnam made the motion to approve the October 14, 2015 meeting minutes as presented. Vice-Chairman Dale White seconded the motion. All voted in favor.

Sewer Abatement Request – 29 Myrtle Street – Following Director Boucher’s description of the faulty spigot connection which had since been repaired, explanation that the amount of water usage to be abated is 3,777 cubic feet, indicating that water had not entered the public sewer system, and addressing the commissioners’ inquiries as this abatement had been previously discussed during a commissioners’ meeting (July 21, 2015) as this issue had overlapped two water/sewer billing periods, Chairman Putnam made the motion to approve this sewer billing abatement request in the amount of \$166.19. Commissioner Courage seconded the motion. All voted in favor.

Sewer Abatement Request – 32 North Street – Director Boucher read the correspondence received from this resident requesting a one-time water/sewer bill reduction due to outside irrigation during the dry season for new trees, shrubs, and establishing a vegetable garden. The amount of water usage to be abated is 2,090 cubic feet. Following discussion, Commissioner Courage made the motion to approve this sewer abatement request in the amount of \$91.96. Vice-Chairman White seconded the motion. All voted in favor.

**Discussion/Information Items**

Border Street Water Main Replacement Project – Director Boucher apprised the commissioners of the progress made on this project since the October 14<sup>th</sup> commissioners’ meeting, noting a divot on Merrimack Road where the pavement ended was filled, two Border Street customers are currently reconnected to the water distribution system and a new service to a barn has been installed and stubbed at the property line. He noted an entrance fee is not applicable at this time for the barn as a full connection has not been completed. Thirty-six water connections remain. Mr. Boucher said permission for temporary storage of boulders had been obtained from one Border Street property owner. Mr. Boucher awaits a response from Mr. Bruce Berry, Amherst Public Works Director, regarding Milford’s utilizing and paying a fair share of Border Street paving expenses to be performed by Continental Paving Company, as Amherst and Milford coordinated road projects along opposite sides of Border

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Street: an Amherst drainage project and Milford water main upgrade project. Commissioners Putnam, White and Courage agreed this cost sharing arrangement would be equitable to both towns. Mr. Boucher reported that an emergency valve replacement had been completed by the Water Department crew on Amherst Street: an isolation valve/main gate for Merrimack Road, and directly thereafter the crew responded to a water main break on Valhalla Street. Vice-Chairman White said routine water main valve maintenance could diminish the frequency and cost of emergency repairs. Discussion followed regarding Commissioner Courage's suggestion that the addition of a non-certified Water Department laborer could allow for a return to routine drinking water maintenance work, such as but not limited to, valve maintenance, as close to the beginning of 2016 as possible, with the intention being that the laborer pursue drinking water credentials during the normal course of his employment versus seeking an experienced, water certified candidate. He said that according to Mr. Jim Young, Water Department Foreman, during the Border Street Water Main Replacement Project, the pavement above the area where the valve services the Border and Souhegan Street water line had to be broken to allow access to the aged valve in need of repair, one of the valves in town which was overdue to be turned. Mr. Courage further recommended initiating standard operating procedures (SOPs) in order to schedule and log important and routine water department maintenance tasks, in the same way as the SOPs are followed by the wastewater crew. The scheduled work could then be verified as completed, and open work orders would not get overlooked. Mr. Boucher noted that the scheduled seasonal hydrant flushing is almost complete, the recently hired Water Department Operator has undergone training regarding Milford's hydrant flushing process and prioritized sequence of hydrants. A good amount of backflow prevention devices need to be inspected, which now requires operators attend training and become certified as backflow prevention device testers, he said. It's also time to check and service the auto-read water meters that had been installed years ago; three meters can be tested in-house simultaneously. Vice-Chairman White said a 14 member crew below the Director level accomplishes the responsibilities at the Water Utilities Department, a three million dollar business. Commissioner Courage pointed out that seasonal summer hires help with routine water/service duties during summer months and that the Water Department Operator had been hired in place of a Service Meter Technician who retired some years ago. Chairman Putnam and Vice-Chairman White agreed that increased attention paid to a scheduled maintenance program should reduce and prevent the need for Water Department emergency repairs. Mr. Boucher agreed another person could be put to work to help meet Water Department needs. Chairman Putnam said budgeting another worker for 2016 would begin the process to make it happen.

Activities and Financial Reports – The commissioners reviewed the supervisory activities report, as well as revenue and expense details through 9/30/15 provided October 19<sup>th</sup> by the Milford Finance Department.

Miscellaneous Water Utilities Department project Updates – Director Boucher said a guard rail is in place at the former site of the Prospect Hill tank. Now that this site is clear of tank removal project equipment, it will be added to the list of grounds being maintained and monitored. A small amount of paving is still needed for a molded, Cape Cod style curb on West Elm Street; the final project payment has not been made yet. Mr. Boucher pointed out he expects this paved curb would interfere with the NH DOT's 2016 West Elm Street road construction plans. He said he had received an email from Mr. Jared Rosenboom, NH DES, inquiring when Milford's Elm Street water main will be lowered. Mr. Boucher asked Mr. Jeff Kevan, T. F. Moran, to look at past plans to verify earlier elevation numbers appearing above pipe work as well as original swale design details. Mr. Boucher expects to hear from Mr. Kevan by the end of this week. Mr. Boucher will invite representatives from Underwood Engineers as well as the Wilton Sewer Commissioners to attend the next commissioners' meeting. Underwood will explain

the design phase engineering plans for the U.V. system and the HVAC system—information needed for the March 2016 Town Meeting warrant articles. Commissioner Courage asked if a final report is expected. Mr. Boucher said we will have it for the next meeting; the draft report is in-house, a 90% complete document. Mr. Boucher said he will be out of the office October 28 and 29 for the annual Industrial Pretreatment seminar and will utilize accrued leave time for Monday, November 2<sup>nd</sup>.

**Future Appointments/Meetings:**

The next Commissioners' meeting will be held on Tuesday, November 10, 2015 at 6:00 pm at the Water Utilities Department, 564 Nashua Street.

**Adjournment:**

At 6:35 p.m. Chairman Putnam made the motion to adjourn the meeting. Commissioner Courage seconded the motion. All voted in favor.

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Michael E. Putnam, Chairman

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Date

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Dale A. White, Vice-Chairman

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Date

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Robert E. Courage, Commissioner

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Date